



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: LEGAL SECRETARY (two positions available)

SALARY:	Range A = \$2839 - \$3450 Range B = \$2981 - \$3623	POSITION NUMBER:	363-430-1282-001 363-430-1282-011
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Full-time	FINAL FILING DATE:	Until Filled

DUTIES:

Under the general supervision of a Legal Support Supervisor, the Legal Secretary performs a broad range of legal secretarial duties for two or more attorneys specializing in administrative, federal, labor and personnel law; use the California Rules of Court, the Federal Rules of Civil and Appellate Procedure and various local court rules, as well as the regulations of DPA, the State Personnel Board and the Public Employment Relations Board; type, edit, revise, reformat and proofread correspondence, legal documents, legal opinions and bill analyses in accordance with legal requirements, time frames, established procedures and office standards. Prepare exhibit indices and binders; check the accuracy of case citations, quotations and other authorities against the original source document; handle phone calls to/from courts, clients, opposing counsel and others; set up conference calls; schedule appointments; process invoices and client billings; reserve arbitrators and court reporters; prioritize and process incoming and outgoing correspondence and legal documents, update case status reports; open, maintain and close case files; maintain brief bank and various binders (e.g., arbitration award and settlement binders); calculate document due dates and maintain daily, weekly and master calendars; may be assigned as primary or backup calendar clerk, contracts manager, library assistant, mail clerk, supply clerk, travel coordinator, etc.

DESIRABLE QUALIFICATIONS:

The successful candidate can demonstrate the ability to work independently and cooperatively with others to produce a large volume of work, often under pressure, and to keep confidential the content of all work performed; has knowledge of legal terms and procedures before state and federal courts, and administrative agencies; has knowledge and experience using Microsoft Word; has excellent typing, grammar, spelling and punctuation skills; has good attendance and work habits and has a willingness to adapt to changing priorities.

WHO MAY APPLY:

Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement, etc.) are encouraged to apply. Employment provisions as outlined by the Department of Personnel Administration's State Restriction of Appointments policy will prevail. In addition, current or future executive or administrative orders relative to filling vacant positions may also affect this process. All applicants must clearly indicate the basis of their eligibility on the State Application Form (STD 678) next to the job title. Applications will be screened and only the most qualified candidates will be interviewed.

SUBMIT APPLICATIONS/RESUMES TO:

Patty Hernandez, Legal Support Supervisor
Department of Personnel Administration
1515 S Street, North Building, Suite 400
Sacramento, CA 95814

*Pending Budget Approval

RPA-06-140 & 06-141

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.